



YOU ARE REQUIRED TO COMPLETE, IN FULL, ALL THE FIELDS FOLLOWING. PLEASE AVOID PHRASES SUCH AS 'REFER TO CV' OR SIMILAR.	
POSITION DETAILS	
Job applying for (Ref No)	TEMPORARY HUMAN RESOURCES CLERK (SCANNING & EFILING) (11/44)
Where did you learn about this job vacancy?	<u>Newspaper</u> If yes, please specify _____ <u>Visiting a Non-US Embassy Website</u> If yes, please specify _____ <u>Visiting the Embassy website</u> <u>Word of mouth</u>
PERSONAL INFORMATION	
Title (Dr/Mr/Mrs/Ms/Miss/Other)	Other _____
Last Name(s)/Surname(s)	_____
First Name	_____
What is your citizenship?	_____
Are you a dual national?	_____
If yes, please provide details of your nationalities?	_____ _____ _____

<p>What document(s) do you possess which allow you the legal right to work in the UK?</p> <p>NB: If you do not <u>currently</u> have the legal right to work in the UK you will not be eligible to apply for a position at US Embassy.</p> <p>Embassy London HR will require verification of eligibility, if you are invited to the assessment for the position.</p>	<p>British Passport</p> <p>Other</p> <p>If yes, please specify _____</p> <p>UK Visa</p> <p>Type _____</p> <p>Issue Date _____</p> <p>Expiry Date _____</p> <p>Restrictions (if applicable) _____</p>
<p>Email</p>	<p>_____</p>
<p>Home Address</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>Daytime Telephone Number</p>	<p>_____</p>
<p>If hired, are there any accommodations the Embassy would need to provide in order for you to perform all the essential duties and functions of this position?</p>	<p>If yes, please provide details.</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>What is your current notice period/What is your availability to work?</p>	<p>_____</p> <p>_____</p>
<p>What days are you able to work as part of a regular work schedule?</p>	<p>_____</p> <p>_____</p>
<p>Are you willing to adopt a flexible approach to carrying out duties and special projects, occasionally outside of normal working hours?</p>	<p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>
<p>HIRING PREFERENCE</p>	
<p>Are you claiming any of the following hiring preferences, based upon your status as either a U.S. Citizen Eligible Family Member (USEFM) or U.S. Veteran? Please see 'Instructions for Completing the DS-174' for additional information about the USEFM and U.S. Veterans hiring preference. Full definitions of each preference are also provided on our website at http://london.usembassy.gov/hrd/applying.html .</p>	

(Please select only one)

I am a U.S. Citizen EFM and also a U.S. Veteran.

If yes, please provide the name of the spouse or sponsoring employee: _____

I am a U.S. Veteran.

If you answered 'yes' to Veterans Preference, please ensure that you include a copy of your DD-214 Member 4. If this document is not provided when making your application, preference will not be given.

I am a U.S. Citizen EFM.

If yes, please provide the name of the spouse or sponsoring employee: _____

I am neither a U.S. Citizen EFM, nor a U.S. Veteran.

LANGUAGE SKILLS

How would you rate your English skills?

Level 1 = Basic Knowledge

Level 2 = Limited Knowledge

Level 3 = Good Working Knowledge

Level 4 = Fluent

Level 5 = Professional Translator

Do you speak any other languages?

Level 1 = Basic Knowledge

Level 2 = Limited Knowledge

Level 3 = Good Working Knowledge

Level 4 = Fluent

Level 5 = Professional Translator

Speak = Level ____

Read = Level ____

Write = Level ____

If yes, please state the language and level below:

Language: _____

Speak = Level ____

Read = Level ____

Write = Level ____

Language: _____

Speak = Level ____

Read = Level ____

Write = Level ____

ESSENTIAL HIRING REQUIREMENTS FOR THIS POSITION

In the following sections, please provide full and specific information about how you meet the essential requirements for the position.

If you do not meet the requirements for this position, you will not be shortlisted.

